

**DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, D.C. 20350-2000**

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From: Commanding Officer, Navy Manpower Analysis Center
To: All Ships and Stations (less Marine Corps field addressees
not having Navy personnel attached)

Subj: PROMULGATION OF MANUAL OF NAVY OFFICER MANPOWER AND
PERSONNEL CLASSIFICATIONS, NAVPERS 15839I, VOLUME II, THE
OFFICER DATA CARD APRIL 2003

1. The Manual of Navy Officer Manpower and Personnel Classifications is the principal reference manual for interpretation of coded entries on manpower and personnel documents and reports. It is published in two volumes, each issued separately. Volume II of the Manual of Navy Officer Manpower and Personnel Classifications provides instructions for verification and submission of changes to the Officer Data Card (ODC) and the means for interpreting codes.

2. Changes to Volume II of the Manual of Navy Officer Manpower and Personnel Classifications included in Change 16 are effective upon receipt.

3. Requests to have an activity added to the CD-ROM automatic distribution list or revision of the numbers required should include the following information: Standard Navy Distribution List (SNDL) number, Unit Identification Code (UIC), activity name, address, activity acronym, point of contact, code, phone number, number of CDs required, and justification. Activities should mail the request no later than 10 March for April release or 10 September for October release to:

DEPARTMENT OF THE NAVY
NAVY PERSONNEL COMMAND
ATTN: PERS 013
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0130

Or for address corrections E-Mail to: cdrom@spawar.navy.mil

4. The BUPERS CD-ROM is distributed quarterly. Changes to this volume are updated semi-annually in April and October. The changes incorporated are listed and summarized beginning on page 2. All changes to Volume II should be coordinated through Commander, Navy Personnel Command (PERS 312G).

R. J. COX